

U.S. ARMY SECURITY ASSISTANCE COMMAND  
5001 EISENHOWER AVENUE  
ALEXANDRIA, VIRGINIA 22333-0001

**USASAC POLICY STATEMENT NUMBER: 101.4**

**SUBJECT:** Operation of USASAC During Hazardous Weather Conditions

**POLICY:** The term emergency personnel when its use is applied to hazardous weather conditions is defined as law enforcement/physical security, health care, building maintenance and communications personnel (COMM CENTER). Therefore, when the announcement is made that only emergency personnel must report for duty, no personnel are required to come to work. NOTE: For personnel assigned to USASAC, New Cumberland, an announcement specific to USASAC and/or DDC will be made. The following personnel must remain accessible by phone or pager:

**Alexandria:**

Commanding General  
Deputy  
Chief of Staff  
Secretary General Staff  
All Directors  
Chief, Office for International Industrial Cooperation  
Chief, Resource Management Division  
Chief, Administration and Security Division  
Chief, ADP Support Division

**New Cumberland:**

Assistant Chief of Staff  
Chief, Logistics Systems Division  
Team Leader, Administration and Security Division  
Security Officer

**DISCUSSION:**

1. During hazardous weather conditions (i.e., snow/ice storms), conditions may necessitate the closing or partial closing of activities. When this occurs, the following guidelines will be followed:

a. If the employee was present for duty at the time of dismissal, there is no charge to leave for the remaining hours of

the work shift.

b. If the employee was on duty and departed on leave after official word was received, but before the time set for dismissal, leave is charged only from the time the employee departed until the time set for dismissal. Employees should not be permitted to depart before the time set for dismissal without a charge to leave.

c. If the employee was scheduled to report for duty after an initial period of leave and dismissal is given before the employee can report, leave is charged until the time set for dismissal.

d. In instances of early closure, if the employee was absent on approved leave for the entire work shift, the entire absence is charged to appropriate leave, e.g., annual, sick, or LWOP.

e. When a duty station is closed all day by the Employer due to an emergency situation, 8 hours of administrative leave will be given to employees assigned to the duty station that day, regardless of their prior leave status. There will be no opportunity for employees to bank time on these days and no credit hours will be given.

2. When conditions warrant early dismissal or late arrival, the following guidelines will be used for personnel assigned to USASAC-Alexandria in accordance with the Adjusted Work Dismissal and Adjusted Home Departure Plans. Under these new procedures, the time period employees will be excused from work will be guided by the employee's normal departure time from home or work.

(Example: If a 3-hour early dismissal is authorized by OPM as a result of the approach of a severe storm, employees who would normally leave work at 4 p.m. would be authorized to leave at 1 p.m.).

3. During Nonworking Hours announcements will be made through the public media (TV, Radio).

a. Federal offices open and on time. All personnel are expected to be at work and on time - normal work day.

b. An adjusted home departure policy (previously referred to as the "Delayed Arrival Policy"). (Example: If OPM announces that an "adjusted home departure" policy is in effect and employees should delay their normal departure time for 2 hours, employees who normally leave for work at 7 a.m. would delay departure until 9 a.m.). Supervisors may grant administrative leave for late arrivals up to the stated amount of time

c. Unscheduled leave policy (previously referred to as "Liberal Leave Policy"). Supervisors will grant annual leave or leave without pay without prior approval to employees, not designated as "emergency employees," who choose not to come to work. Employees should notify their supervisor when such leave

is desired.

d. Federal offices closed. When this announcement is made procedures identified in the POLICY paragraph apply.

4. Personal safety is a prime consideration in the requirement for personnel to report for duty. Each person must evaluate the local conditions for driving safety versus the known mission obligations, and decide when/whether to report to work.

**PROPONENT AREA:** Administration

**PROPONENT:** AMSAC-SA

**SUPERSESSION:** This policy statement supersedes Policy No. 101.4, 10 February 1997.

MICHAEL S. DAVISON, JR.  
Major General, USA  
Commander